

Proposed Schedule for President Carter's Visit (Second Draft)

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Associate Deputy Director for Administration

DDA 78-2648/5

1 August 1978

DDCI

Attachments:

1. Proposed Schedule for President Carter's Visit (Second Draft)
2. Floor Plan
3. DDO Items for Discussion with President
4. Proposed NFAC/DDS&T Presentation
5. Welcoming Remarks for DCI.

ADDA/MJMalanick:lm (1 August 1978)
Distribution:

Orig RS - DDCI w/Atts. 1, 2, 3, 4 & 5
1 RS - ER w/Atts 1, 3, 4 & 5
① RS - DDA Subject w/Atts. 1, 3, 4, 5
1 RS - DDA Chrono
1 RS - MJM Chrono

Attachments:

1 & 2 as stated above; 3 - DDA 78-2648/6
Memo for DDCI from DDO, 31 July 78,
Subject: DDO Items for Discussion with
President; 4 - DDA 78-2648/7, Note for
DDA from AD-M/NFAC, 1 Aug 78, re pro-
posed NFAC/DDS&T Presentation
w/DRAFT attachment; 5 - DDA 78-2648/8,
Note for DDA from D/PA, 1 Aug 78,
Welcoming Remarks for DCI.

(Second Draft)

PROPOSED SCHEDULE FOR PRESIDENT CARTER'S VISIT

<u>Time</u>	<u>Place</u>	<u>Principals</u>	<u>No. of People</u>	<u>Remarks</u>
0955 (E.G.*)	Helipad	DCI & DDCI will meet & escort by car to Headquarters Building entrance.	Approx. 100 Agency personnel (weather permitting).	
1000	Building entrance	President makes brief remarks to Agency employees & selected members of media.	Approx. 1000 Agency personnel (weather permitting).	(1) First stop if by motorcade. (2) This will be only remarks to media members. (3) Hetu will suggest points to be covered by President
1010	1A07	DDO & staff members.	Approx. 60 DDO personnel.	DDO will prepare scenario.
1025	1A13	DDS&T & D/NFAC & staff members.	Approx. 60 DDS&T & NFAC personnel.	DDS&T & NFAC will prepare scenario.
1050	Depart 1A13	Enroute to auditorium via 1st floor tunnel entrance.		
1100	Auditorium	All Agency personnel,	Approx. 500 people in auditorium. Additional 500 can view live TV presentations in both cafeterias.	(1) Hetu will suggest points to be covered. (2) No media coverage. (3) Agency will film & tape for possible transmittal overseas.
1130	Depart			

*Omit if by motorcade.

COMMENT: Times are only illustrative.

ADDITIONAL REMARKS

1. Senior staff will be introduced to President at front of Headquarters building by DCI. After President's remarks at building entrance, he will pass through lobby where he can pass by an additional 200-300 Agency personnel. He will be escorted by DCI and DDCI to 1A07.
2. Agency personnel will be in hallways to greet President enroute. Since no members of media will be allowed in the building, there should be no cover problems.
3. Distribution of tickets for the auditorium will be based on 500 capacity and using on-duty strength in Metropolitan Area (by Directorates):

DCI	18
DDO	115
DDA	145
NFAC	111
S&T	111

500

Including IC Staff (on duty	■	:	DCI	15	STATINTL
			DDO	115	
			DDA	140	
			NFAC	110	
			S&T	110	
			IC	10	

500

Tickets will be distributed to the Directorates, the DCI Staff and IC Staff in the above numbers. The distribution to each element will be accompanied by a memorandum signed by the DDA which will direct that distribution should be made to cover a cross-cut of Agency personnel, including grade, male/female and minority groupings. Each Directorate will make a suballocation to offices and/or divisions. It will be their responsibility to monitor the distribution.

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4			<i>has seen</i>
5	DDA	2 AUG 1978	<i>[Signature]</i>
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Remarks:

Orig to DDCI by hand 8/2. 1m

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